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14 OCT 1968

MEMORANDUM FOR: Special Assistant to the Deputy Director for Support

ATTENTION :



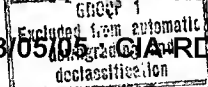
SUBJECT : Support Services Resignation Cases

REFERENCE : Memo frm JEF to Heads of all Support Career Services,
dtd 7 Oct 68, same subj

1. Records in this office do not reflect the process occurring on resignation of a Support Careerist. The process, however, depends on assignment of the individual and grade level. The undersigned would monitor any resignation with an attempt to fill any void that may occur. Under normal conditions, clerical employees would be interviewed to insure the processing is being accomplished. Reasons for resignation may be solicited at this time unless it has already been accomplished by the immediate supervisor.

2. In answer to specific questions in para 1 of Reference, the following applies to each lettered question:

- a. On an unsolicited resignation nothing is put on paper except on the Form 1152 (Request for Personnel Action) there is an indication as to whether or not the resignee is re-employable or not.
- b. Unsolicited resignees, as indicated above, are interviewed by the undersigned unless there is reason for the command channel to see them. During the past year, resignees have been seen by the Deputy Director for Support, the Executive Officer, the Special Support Assistant (Chairman of the Support Action Panel), the Chairman, Support Development Panel, and or the undersigned. In all cases, the file or other desired information is available to the interviewer.
- c. There is no feedback from the Office of Personnel, Exit Processing Unit, unless a problem should arise, such as cover status, peculiar reason for leaving, etc.
- d. There is no difference in handling of professional or nonprofessional resignees in the Support Service.

Executive Secretary
Support Action Panel

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Att

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TRANSMITTAL SLIP

DATE

9 October 1968

TO: SA/DDS

Attention:

ROOM NO.

7D02

BUILDING

HQ

REMARKS:

FROM:

ES/SAP

ROOM NO.

2F20

BUILDING

HQ

EXTENSION

FORM NO. 241
1 FEB 55REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

~~SECRET~~DD/S Resignees - "S" Career Service

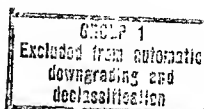
	<u>FY 1966</u>	<u>FY 1967</u>	<u>FY 1968</u>
Professional	1 valid	2 valid	0
Clerical	<u>1 valid</u>	<u>7 valid</u>	<u>6 valid</u>
	2	9	6

In 1966 the professional resignee was a promising young officer who resigned for family reasons. *as shown*

SD Career Service

	<u>FY 1967</u>	<u>FY 1968</u>
Professional	2 job related	7 valid
	<u>1 valid</u>	<u> </u>
	3	7

~~All are considered promising officers~~

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EOD: 6 April 59 as GS-11

Resigned: 17 Sept 66 as GS-13

Subject served one tour of duty in Headquarters and was serving his second tour abroad when he resigned to return to Texas because of family responsibilities. His ratings were consistently strong.

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